

**Coastal Services Center
National Ocean Service
National Oceanic and Atmospheric Administration
U.S. Department of Commerce**

STATEMENT OF WORK

Title

July 2005

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List of Acronyms

CO	<u>Contracting Officer</u>
COTR	<u>Contracting Officer's Technical Representative</u>
CRS	<u>Coastal Remote Sensing</u>
CSC	<u>Coastal Services Center</u>
DLT	<u>Digital Linear Tape</u>
FGDC	<u>Federal Geographic Data Committee</u>
LIDAR	<u>Light Detection and Ranging</u>
NAD	<u>North American Datum</u>
NAVD	<u>North American Vertical Datum</u>
NGA	<u>National Geo-spatial Intelligence Agency</u>
NOAA	<u>National Oceanic and Atmospheric Administration</u>
QA	<u>Quality Assurance</u>
QC	<u>Quality Control</u>
RMSE	<u>Root Mean Square Error</u>
SOW	<u>Statement of Work</u>

1 Overview

This section will provide the following:

- Information about agency requesting acquisition
- Project or Program description
- Project goal(s)
- General description of requirements

2 Background

This section will provide a succinct description of the who, what, where, and why of the project. This should be specific information that will fully inform the reader about this effort. This section should describe the specific use of the data and/or services requested.

3 Requirements

This section will contain the specific requirements for the project. This section must be unambiguous and will be the primary information used by the contractor to prepare their technical and cost proposals.

3.1 Study Area Location and Extent

The project area must be well documented with a written description, how much area is covered by this project (e.g., sq mi, sq km, etc.), a quality map or diagram, and ESRI shapefile(s) in the appropriate projection.

3.2 Data Collection and Delivery

The following bullets are minimum required parameters to be addressed in this section. This list is not exhaustive and a high level of attention must be paid to the development of this list for each specific project.

- Environmental constraints – time, dates, tides, cloud cover, etc....
- Formal data collection protocols
- Format – file format
- Spatial Resolution
- Spectral Resolution
- Compression – allowed/not allowed

- Projections/Datum
- Conversion specifications
- Special considerations
- Data accuracy requirements and measurement methods
- Delivery media
- License requirements
- Naming conventions
- Metric of acceptable anomalies

If the contractor believes other delivery formats and/or mechanisms will serve the government's needs in a more efficient manner, the contractor is encouraged to propose alternatives.

3.3 *Classification system*

This section will detail the specific thematic classification system, if required, for a data product and should address any areas of expected confusion/special concern.

3.4 *Records and Metadata*

The contractor shall document all delivered data and data products (including options if exercised) according to Executive Order 12906 (<http://www.fgdc.gov/publications/documents/geninfo/execord.html>) Specifically, the contractor shall deliver for all data and data products, metadata records which detail all flight lines, flight dates and times, datums, reprojections, resampling algorithms, processing steps, field records, and any other pertinent information. The metadata records shall conform to the Content Standards for Digital Geospatial Metadata (FGDC-STD-001-1998) as published on May 1, 2000, by the Federal Geographic Data Committee (FGDC) or to any format that supersedes it as determined by the FGDC. (<http://www.fgdc.gov/metadata/csdgm/>). Profiles and extensions to the standard that have been endorsed by the FGDC shall be used if they are applicable to the data or data products. The metadata records shall contain any and all elements, including those that are considered optional, wherever applicable to the data or data product. The metadata record shall contain sufficient detail to ensure the data or data product can be fully understood for future use and for posterity. The metadata records shall be delivered free of errors in both content and format as determined by the metadata parser (mp) program developed by the United States Geological Survey or an equivalent. The metadata records will be subject to review and approval prior to final acceptance by the Government.

3.5 Kickoff Meetings

The contractor shall attend a kickoff meeting at the designated site within 30 days of contract award unless otherwise agreed. This meeting will serve as an information exchange and planning meeting for future activities such as delivery of government furnished equipment (GFE) and field trips. If the Work/QC plan has been delivered and reviewed it may be a point of discussion during this meeting.

3.6 Contractor Coordination

Communication and coordination between both the contractor and the Government is considered vital to the satisfactory accomplishment of this SOW. The Contractor shall expect periodic interaction with the Government to ensure clear understanding of the anticipated products and satisfactory progress in the delivery of products.

The contractor shall submit monthly progress reports to the Government summarizing progress made and problems encountered. After submittal of each of these reports the contractor shall schedule a conference call with the government to discuss the progress of the project and any issues that need to be addressed. The contractor shall prepare and distribute an agenda for the call and shall distribute the meeting minutes within 5 days of the conclusion of the call.

3.7 Deliverables

This section contains the complete list of deliverables associated with the specific project. Each deliverable must include a proposed measure of acceptability. All submitted plans shall be of sufficient detail so that the Government can verify that the contractor has a thorough understanding of the requirements of this SOW. The contractor shall provide a percentage of the overall task order that each deliverable listed below represents in their technical proposal. Upon acceptance of that deliverable by the government the contractor may invoice for that percentage of the overall dollar value of the task order (minus any required hold backs). The contractor may propose additional deliverables/milestones in their technical proposal if they determine they are required. In addition to the specific project deliverables, all SOWs should request the following:

- 1 Work Plan – in some instances, the technical proposal may be accepted as the work plan. In either case, the plan shall be in Microsoft Word format and **shall** include the major milestones and deliverables shown in **Gantt chart format**.
- 2 Quality Control Plan – including detailed discussion of accuracy assessment

methods/plan or other means of proving contract specifications have been met in Microsoft Word format.

- 3 Project schedule to include dates for all deliverables
- 4 Monthly progress report in a Microsoft Word, Excel or Project format on the 7th day of the month. In some cases a more appropriate regularly scheduled reporting timetable may be substituted contingent on agreement by all parties.
- 5 Final Report – The report shall summarize the project and provide the quality control evaluation showing that the project deliverables meet the contract specifications. The report shall be in Microsoft Word format.
- 6 FGDC-compliant metadata for all data sets per the project requirements

3.8 Product Delivery Schedule Guidance

If the government has any required delivery dates or time constraints they will be put in this section. Otherwise the contractor will propose the schedule. This section should also address time allocation for the re-delivery of unaccepted deliverables.

3.9 Product Delivery Addresses

The deliverables listed above shall be delivered to the following address.

1234 South Anywhere Avenue
Charleston, SC 29405
Attn:

Other Agency or agent

4 Options

This section provides a mechanism to receive price quotes from vendors from which an acceptable/fundable/affordable mix of deliverables can be selected.

Option descriptions shall be detailed enough for the contractor to provide a realistic cost proposal.

5 Product Terminology/Glossary

This section is intended to ensure all unique product terms including *draft*, *revised*, and *final* are explicitly defined and understood by all parties. This list is not exhaustive and great care should be taken to include all potentially ambiguous terminology associated with the specific project.

6 Figures and Maps

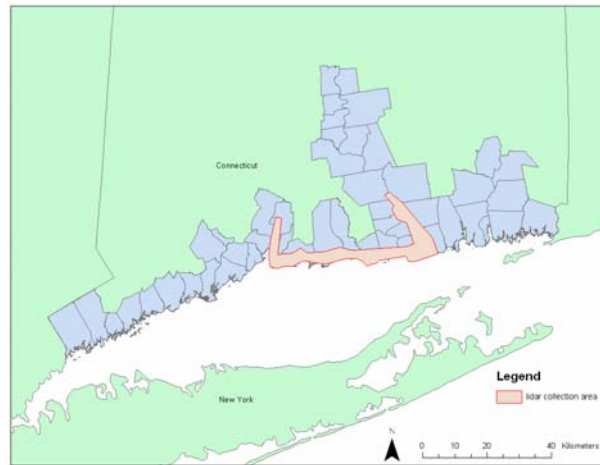


Figure 1. Example quality map or diagram including title, scale bar, legend, and north arrow.